

MILPERSMAN 1300-120

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - ISSUING CHANGE OF HOME PORT CERTIFICATES

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Governing Directives	NAVPERS 15909G, Enlisted Transfer Manual, Chapter 15 Joint Federal Travel Regulations (JFTR), Paragraphs U5120-F1, U5120-F5, U5222-M, and U7115-A1
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1. **Policy.** The change of home port of a ship, mobile unit, or afloat staff is a PCS, except for servicemember travel. The commanding officer may issue a change of home port/PDS certificate. For sample format see NAVPERS 15909G, Chapter 15.

2. **Restrictions on Issue of Home Port Change Certificates.**

Table below contains the restrictions to issuance of a home port change certificate:

WHEN...	THEN...	AND ALSO SEE...
the member is entitled to and plans to ship HHG or a privately owned vehicle (POV) incident to the change,	the member will be issued a change of home port certificate.	
the member has been issued, or expects to be issued PCS orders,	the member will not be issued a change of home port certificate.	
the member has less than 90 days obligated service remaining on the effective date of home port change,	the member will not be issued a change of home port certificate. Separation or relief from active duty orders may be issued immediately.	
the member's service can be spared,	the member will be transferred for separation.	

WHEN...	THEN...	AND ALSO SEE...
the member's service cannot be spared,	the member will be required to accompany the ship/staff to the new home port/PDS,	MILPERSMAN 1910-102 and NAVPERS 15909G, Chapter 15 for authorization for early separation of enlisted personnel due to home port change.
the member extends the present enlistment or reenlists prior to being detached from the unit and other criteria, such as non receipt of orders, are met,	a change of home port certificate can be issued.	
the member has the official home port change notification authorizing the member to proceed to the old home port and then to the new home port when necessary to assist in the movement of dependents, shipment of HHG, or to bring the member's privately owned conveyance (POC) to the new home port,	the commanding officer may issue a PCS travel authorization,	JFTR, paragraph U5120-F1. Also see NOTE 1 below.
the member is permanently assigned aboard a ship, whose home port is changed to the port of overhaul or inactivation,	the member may elect periodic travel between the overhaul port and former home port instead of PCS entitlements,	JFTR, paragraph U7115-A1. Also see NOTES 2 and 3 below.
the initial assignment of a home port is made, i.e., when the ship is placed in commission,	the commanding officer of a pre-commissioning unit may not issue a home port change certificate. Instead, PCS orders must be issued.	

NOTE 1: This also applies to a newly commissioned ship, when the ship's home port is different from the member's old PDS. See JFTR, paragraph U5120-F5.

NOTE 2: Periodic travel accrues under JFTR and also applies to a ship that is undergoing overhaul or inactivation at a place other than its home port, that is, the home port is not changed.

NOTE 3: Periodic travel entitlements may only be provided to servicemembers whose dependents reside in the reasonable commuting area of the former home port. The entitlement applies to all servicemembers who have dependents within the reasonable commuting area of the former home port. The former home port need not be specified as the ship's home port on the servicemember's orders. Instead of member travel, dependents may travel to the overhaul or inactivation port with limited reimbursement. See JFTR, paragraph U5222-M.